

## Volunteer Time Off (VTO)

Parkview's VTO program is available to all co-workers wishing to volunteer throughout our communities. All co-workers are eligible to volunteer up to 16 hours annually to support local schools, perhaps as a chaperone or classroom helper, or other non-profit organizations.

Following are additional details about the program.

- All co-workers, regardless of FTE status, are eligible to use the VTO benefit.
- VTO hours are paid by Parkview and do not impact a co-worker's PTO balance.
- VTO hours will appear on your paystub as "VTO".
- VTO time is approved by the department leader. The ability to use VTO time is dependent upon department needs and scheduling.
- The process to request VTO will follow departmental PTO guidelines, if applicable.
- VTO hours are coded by the department timecoder as a calendar entry.
- VTO usage is tracked via payroll audit each pay period, prior to pay processing.
- VTO hours do not accumulate or carry over year to year and co-workers will not see a VTO balance on their timecard.
- VTO hours are available for use upon hire and upon approval by the department leader.
- VTO hours do not count as hours worked for overtime.
- VTO hours are not eligible for use when a co-worker is on a leave of absence.
- Non-exempt (hourly) co-workers may be coded VTO hours above their FTE status.